

ORPHANS' COURT - 106

MISSION AND SERVICES

Mission - The Orphans' Court provides supervision of decedents' estates and children's property to the beneficiaries in order to protect decedents' and children's assets.

Core Services -

- Administration of decedents' estates, primarily through probate hearings; determination of the validity of wills and claims against estates for the benefit of the heir(s) of the estate
- Administration of children's property, including appointing and supervising the guardianship of minors

Strategic Focus in FY 2017 -

The Court's top priorities in FY 2017 are:

- Increase the number of decedents' assets that are intact through having one sitting judge review caseload and dockets
- Increase the number of guardianships with assets intact through having one sitting judge review caseload and dockets

FY 2017 BUDGET SUMMARY

The FY 2017 approved budget for the Orphans' Court is \$419,200, an increase of \$11,400 or 2.8% over the FY 2016 approved budget.

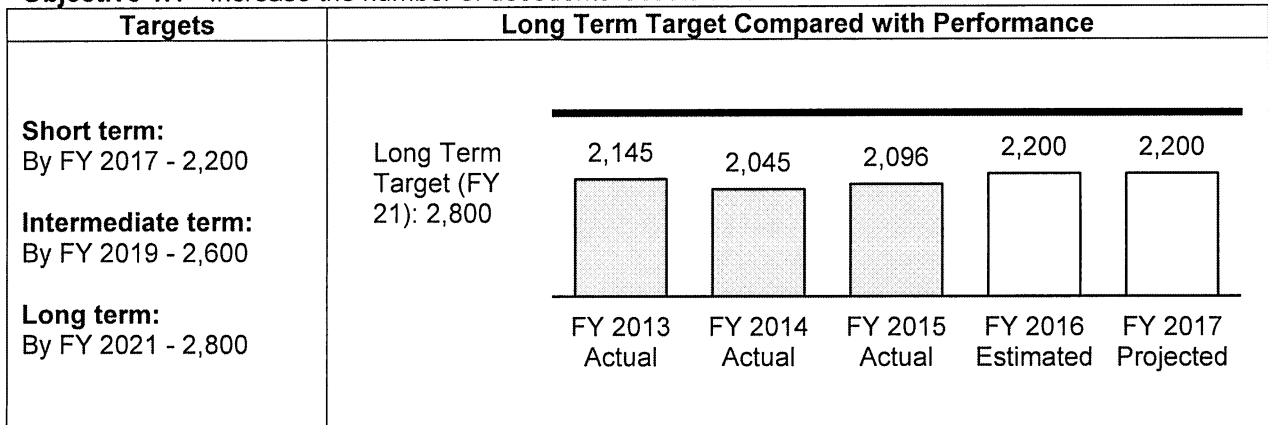
Budgetary Changes -

FY 2016 APPROVED BUDGET	\$407,800
Increase in compensation to support FY 2017 salary requirements for six full-time staff	\$6,200
Increase in the fringe benefit rate from 28.3% to 29.0%	\$3,900
Increase in office automation charges and office supplies	\$1,300
FY 2017 APPROVED BUDGET	\$419,200

SERVICE DELIVERY PLAN AND PERFORMANCE

GOAL 1 - To monitor the property of a deceased resident of the County in order to carry out the wishes of the decedent and to ensure distribution to the beneficiaries.

Objective 1.1 - Increase the number of decedents' assets that are intact.



Trend and Analysis -

The Orphans' Court workload and volume metrics are related directly to estate filings and are not tied to any economic or other traditional workload cycles.

Performance Measures -

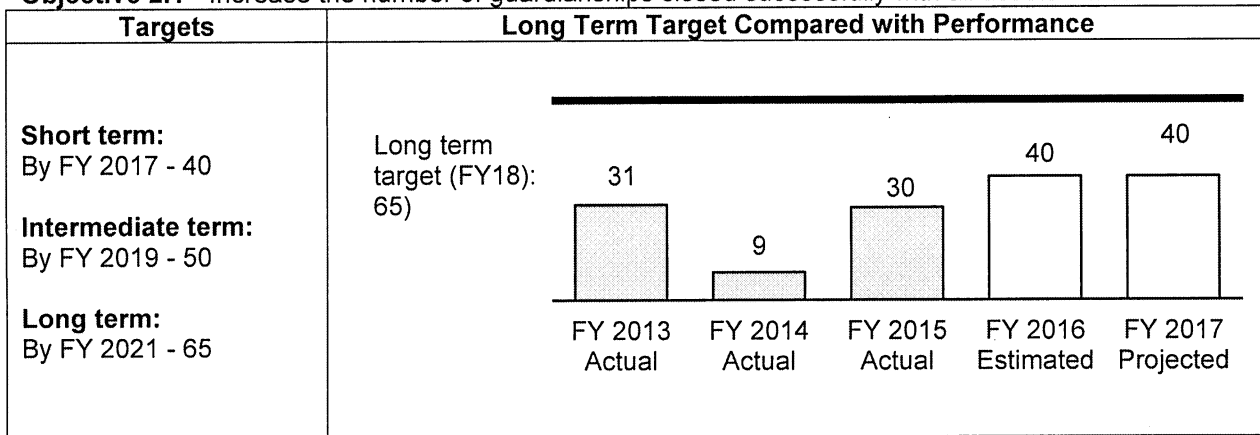
Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Number of judges	3	3	3	3	3
Workload, Demand and Production (output)					
Number of hearings	2,172	2,004	1,792	2,150	2,150
Number of pleadings	6,539	5,741	5,552	5,800	5,800
Number of estates open	2,207	2,198	2,201	2,200	2,200
Number of hearing notices, orders and writs issued	2,235	2,307	2,531	2,600	2,600
Efficiency					
Average number of hearings per judge	724.0	668.0	597.3	716.6	716.6
Average number of pleadings per judge	2,179.7	1,913.7	1,850.6	1,933.3	1,933.3
Quality					
Percent of estate decisions upheld on appeal	100%	100%	100%	100%	100%
Impact (outcome)					
Number of intact estates	2,145	2,045	2,096	2,200	2,200

Strategies to Accomplish the Objective -

- **Strategy 1.1.1** - Have one sitting judge three days per week to review and rule on the case docket
- **Strategy 1.1.2** - Follow up on all rulings and applicable wills by reviewing a decedent's and heir's accounts to ensure decedent's assets are distributed within the law

GOAL 2 - To provide protection of children's assets until they are legally adults (18 years of age) in order to ensure proper monetary distribution for their short-term and long-term needs.

Objective 2.1 - Increase the number of guardianships closed successfully with all assets intact.



Trend and Analysis -

The Orphans' Court workload and volume metrics are related directly to estate filings and are not tied to any economic or other traditional workload cycles.

Performance Measures -

Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Resources (input)					
Number of judges	3	3	3	3	3
Workload, Demand and Production (output)					
Number of hearings	163	199	143	200	200
Number of pleadings	505	548	437	600	600
Number of guardianships open	118	123	106	100	100
Number of orders and writs issued	387	352	345	400	400
Efficiency					
Average number of hearings per judge	54.3	66.3	47.6	66.6	66.6
Average number of pleadings per judge	168.3	182.7	145.6	200.0	200.0
Quality					
Number of appeals	0	0	0	0	0
Impact (outcome)					
Number of intact guardianships	31	9	30	40	40

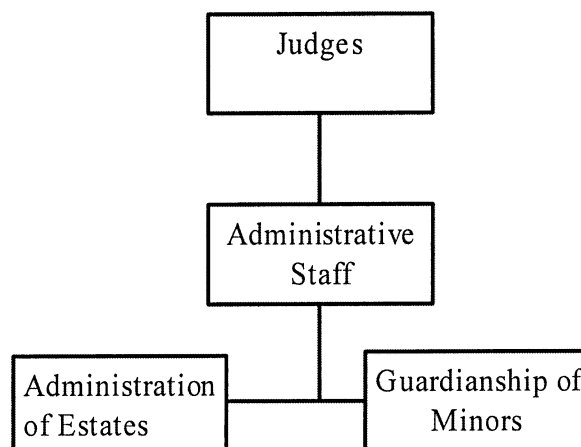
Strategies to Accomplish the Objective -

- **Strategy 2.1.1** - Have one sitting judge three days per week to review and rule on the case docket
- **Strategy 2.1.2** - Review accounts of guardianships to ensure withdraws are proper and important

FY 2016 KEY ACCOMPLISHMENTS

- Maintained an efficient and effective level of service to the public despite an increase in the number of estate pleadings filed.
- Held quarterly meetings with the Estates and Trusts Section of the Prince George's Bar Association to discuss new laws, procedures or concerns of the Bar and its clients and any other matter relating to probate.

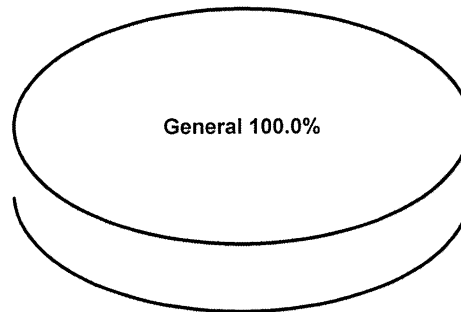
ORGANIZATIONAL CHART



	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
TOTAL EXPENDITURES	\$ 405,679	\$ 407,800	\$ 412,200	\$ 419,200	2.8%
EXPENDITURE DETAIL					
Orphans' Court	405,679	407,800	412,200	419,200	2.8%
Recoveries	0	0	0	0	0%
TOTAL	\$ 405,679	\$ 407,800	\$ 412,200	\$ 419,200	2.8%
SOURCES OF FUNDS					
General Fund	\$ 405,679	\$ 407,800	\$ 412,200	\$ 419,200	2.8%
Other County Operating Funds:					
TOTAL	\$ 405,679	\$ 407,800	\$ 412,200	\$ 419,200	2.8%

FY2017 SOURCES OF FUNDS

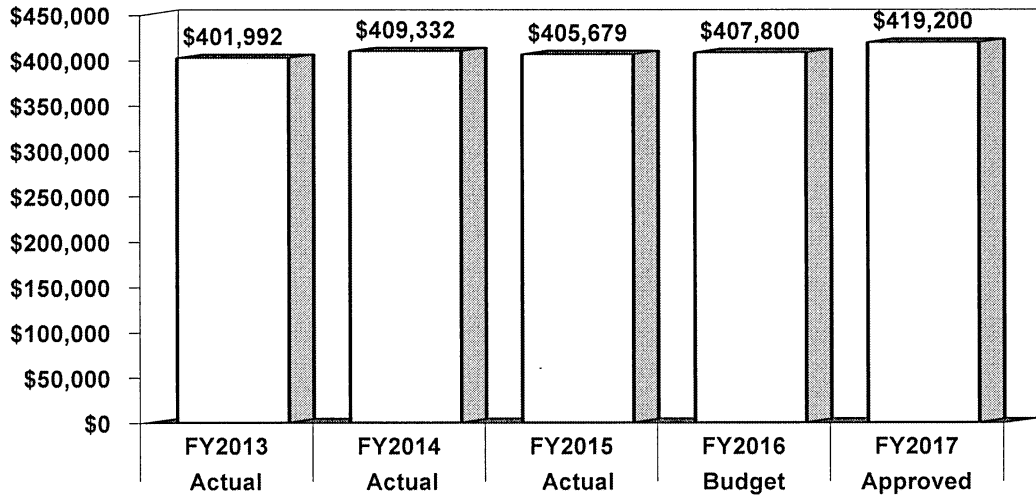
This agency's funding is derived solely from the County's General Fund.



	FY2015 BUDGET	FY2016 BUDGET	FY2017 APPROVED	CHANGE FY16-FY17
GENERAL FUND STAFF				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0
OTHER STAFF				
Full Time - Civilian				
Full Time - Sworn				
Part Time				
Limited Term Grant Funded				
TOTAL				
Full Time - Civilian	6	6	6	0
Full Time - Sworn	0	0	0	0
Part Time	0	0	0	0
Limited Term	0	0	0	0

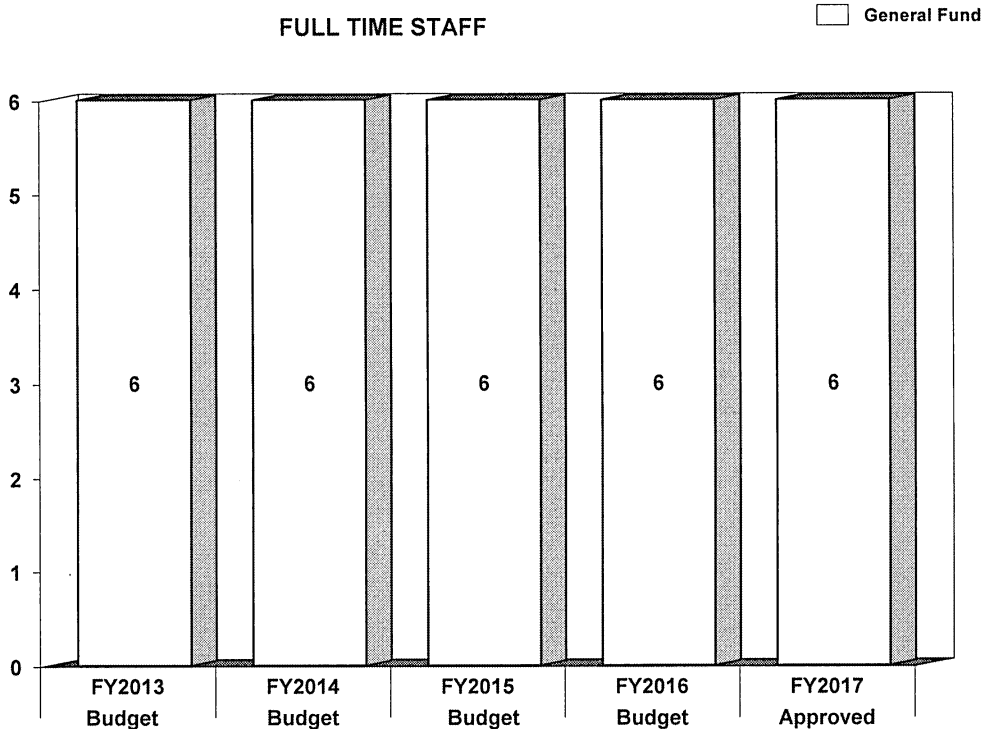
POSITIONS BY CATEGORY	FULL TIME	PART TIME	LIMITED TERM
Judges	3	0	0
Administrative Assistant IV	1	0	0
Administrative Assistant II	1	0	0
General Clerk III	1	0	0
TOTAL	6	0	0

GENERAL FUND EXPENDITURES



The agency's expenditures increased 0.9% from FY 2013 to FY 2015. This increase was primarily driven by costs for the installment of an intercom system and annual software maintenance costs for the Court Smart System. The FY 2017 approved budget is 2.8% more than the FY 2016 approved budget.

FULL TIME STAFF



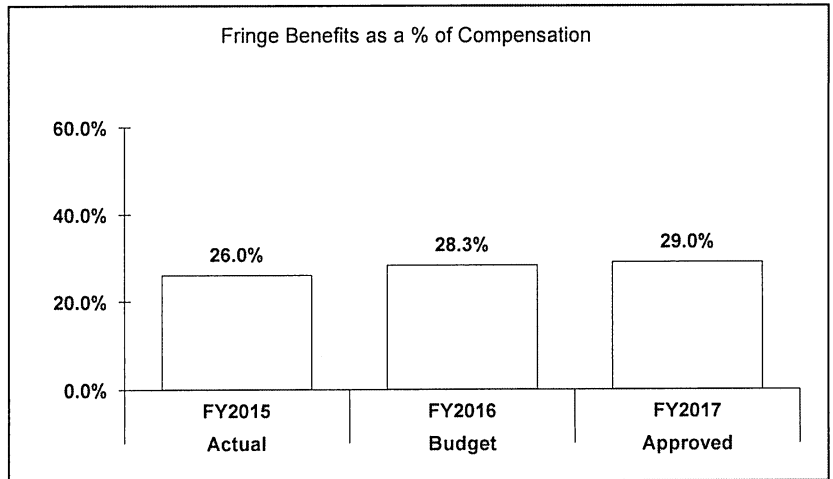
The agency's authorized staffing complement remained unchanged from FY 2013 to FY 2016. The FY 2017 staffing totals remain unchanged from FY 2016.

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 ESTIMATED	FY2017 APPROVED	CHANGE FY16-FY17
EXPENDITURE SUMMARY					
Compensation	\$ 312,088	\$ 305,500	\$ 311,700	\$ 311,700	2%
Fringe Benefits	81,251	86,500	84,700	90,400	4.5%
Operating Expenses	12,340	15,800	15,800	17,100	8.2%
Capital Outlay	0	0	0	0	0%
	\$ 405,679	\$ 407,800	\$ 412,200	\$ 419,200	2.8%
Recoveries	0	0	0	0	0%
TOTAL	\$ 405,679	\$ 407,800	\$ 412,200	\$ 419,200	2.8%
STAFF					
Full Time - Civilian	-	6	-	6	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term	-	0	-	0	0%

In FY 2017, compensation expenditures increase 2.0% over the FY 2016 budget to support salary requirements. Compensation costs include funding for six full-time employees. Fringe benefit expenditures increase 4.5% over the FY 2016 budget to reflect actual costs.

Operating expenditures increase 8.2% over the FY 2016 budget due to an increase in the office automation charge and office supplies. The office automation account also supports the annual maintenance costs of the Court Smart System.

MAJOR OPERATING EXPENDITURES FY2017		
Office Automation	\$	12,600
Operating and Office Supplies	\$	3,500
Telephones	\$	1,000



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